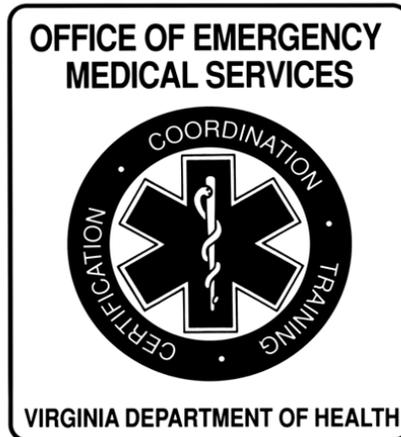


VIRGINIA EMS DISASTER TASK FORCES TASK FORCE COMMANDER CHECKLIST



Edition 3
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Richmond, Virginia
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TIME CARD

time of initial alert	_____
time on first status	_____
time at Staged at Home	_____
time needed on scene	_____
travel time	_____
departure time	_____
final inspection time	_____
briefing time	_____
mission duration	_____
expected return to quarters	_____

KEY REPORTS SUMMARY:

- _____ 1. ALERTING at 12 Hour Alert
- _____ 2. ALERTING at 6 Hour Alert
- _____ 3. ALERTING at 3 Hour Alert
- _____ 4. ALERTING at 1 Hour Alert
- _____ 5. STAGED at Stage at Home
- _____ 6. DEPARTURE on depart for Staging Area
- _____ 7. STAGED when in Staging Area
- _____ 8. DEPARTURE when departing on Mission Task
- _____ 9. IN ROUTE at intervals when on way to assigned task
- _____ 10. ON SCENE when first arrive at Task
- _____ 11. DAILY during the mission
- _____ 12. DEPARTURE when leaving the mission and returning home
- _____ 13. CLOSING when arrived home

12 HOUR ALERT

- _____ 1. copy alerting message on Alert Format
- _____ 2. alert Task Force personnel:
 - _____ a. confirm availability
 - _____ b. have advise employers
 - _____ c. have make family arrangements
- _____ 3. alert participating Task Force agencies
- _____ 4. check Task Force vehicle availability:
 - _____ a. BLS ambulance _____
 - _____ b. ALS ambulance _____
 - _____ c. crash truck _____
 - _____ d. quick response vehicle _____
 - _____ e. disaster trailer _____
- _____ 5. start monitoring weather and/or event.
- _____ 6. pass to Emergency Support Center:
 - _____ a. fax number for SITREPs
 - _____ b. Alerting Report when on status
- _____ 7. alert RACES operator

6 HOUR ALERT

- _____ 1. copy alerting message on Alert Format
- _____ 2. pass upgrade in alert status to Task Force personnel
- _____ 3. vehicle drivers check vehicle stock levels and equipment
- _____ 4. members assemble personal equipment
- _____ 5. Alerting Report to Emergency Support Center on status

3 HOUR ALERT

- _____ 1. copy alerting message on Alert Format
- _____ 2. identify assembly point
 - _____ a. pass phone and fax number to Emergency Support Center
- _____ 3. based on situation consider taking 1 Hour Alert actions
- _____ 4. pass upgrade in alert status to Task Force members
 - _____ a. pass assembly point
- _____ 5. start stocking vehicles to full normal stock levels if check shows shortages
- _____ 6. put personnel on telephone or pager recall
- _____ 7. pass Alerting Report to Emergency Support Center when on status

1 HOUR ALERT

- _____ 1. copy alerting message on Alert Format
- _____ 2. pass upgrade in Alert Status to Task Force members
 - _____ a. direct report to home stations
- _____ 3. vehicle drivers fuel vehicles
- _____ 4. load vehicles with Task Force supplies
- _____ 5. mark vehicles out of service for normal response with dispatch agency
- _____ 6. pass Alerting Report to Emergency Support Center when on status

STAGE AT HOME

- _____ 1. copy alerting message on Alert Format
- _____ 2. personnel and vehicles report to assembly area
- _____ 3. load personal equipment on vehicles
- _____ 4. ready to copy Mission Tasking Format
- _____ 5. pass Staged Report Format to Emergency Support Center when on status - ready for departure in 5 minutes or less
- _____ 6. fax Emergency Support Center current roster of personnel on mission

RECEIVE MISSION TASKING

- _____ 1. copy mission tasking using Mission Tasking Format
- _____ 2. identify mission and staging area locations on map
- _____ 3. identify route of travel - consider:
 - _____ a. Interstate access and routing
 - _____ b. travel time
 - _____ c. availability of support services (fuel, food, maintenance, etc.)
 - _____ d. hazards
 - _____ e. evacuation routes
- _____ 4. compute mission timing:
 - _____ a. required time on scene _____
 - _____ b. minus travel time _____
(assume
Interstates 55 mph
Primaries 45 mph
Secondaries 35 mph)
 - _____ c. equals depart time _____
- _____ 5. prepare mission briefing
 - _____ a. obtain map of route and area

- _____ b. gather situation information (SITREPs, Briefing Tab, television weather and news coverage)
- _____ c. review Mission Tasking Format
- _____ d. list key times
- _____ 6. brief Task Force members

DEPARTURE

- _____ 1. conduct pre-departure inspection:
 - _____ a. all vehicles crewed with 2 or more
 - _____ b. all vehicles:
 - (1) fueled
 - (2) fluid levels good
 - (3) lights working
 - (4) wind shield wipers
 - (5) tires checked
 - _____ c. drivers have map and know destination
 - _____ d. vehicle equipment and team equipment stowed
 - _____ e. all members equipped for 72 hours or mission deployment length - personnel gear stowed
 - _____ f. radios checked
 - _____ g. chains as required

- _____ 2. confirm all persons accounted for
- _____ 3. pass Departure Report Format to Emergency Support Center immediately before movement

AT STAGING

- _____ 1. on arrival at Staging Area
 - _____ a. crews stay with vehicles
 - _____ b. Commander locate C Team and receive briefing:
 - (1) mission changes
 - (2) situation update
 - (3) parking assignment
 - (4) facilities rules
 - (5) fueling point
 - (6) maintenance procedures
 - _____ c. brief Task Force members
 - _____ d. if appropriate unload
 - _____ e. as required fuel vehicles
- _____ 2. assume 5 minute readiness for dispatch
 - _____ a. pass Staged Report Format to Emergency Support Center (through C Team)

IN ROUTE

- _____ 1. keep Task Force together
 - _____ a. adjust speed as required to keep vehicles in loose convoy
 - _____ b. maintain radio contact
 - _____ c. if a break-down determine:
 - (1) can be fixed with short delay
 - (2) will require major work and must be left
 - _____ d. if a break down or accident advise Emergency Support Center and coordinate actions
- _____ 2. stop once an hour to:
 - _____ a. rest crews and change drivers
 - _____ b. check vehicles
 - _____ c. check trailer hubs and chains
 - _____ d. for meals as required
- _____ 3. at stops pass In Route Report Format to Emergency Support Center
- _____ 4. monitor crews to ensure safe to drive
- _____ 5. no red lights and sirens unless directed
- _____ 6. confirm all persons accounted for at each stop before movement

EMPLOYMENT

- _____ 1. in area attempt to establish radio contact with supported agency to confirm destination
- _____ 2. at destination establish contact with point of contact and:
 - _____ a. brief on Task Force capabilities
 - _____ b. obtain current situation information
 - _____ c. suggest missions Task Force can perform
 - (1) augment agencies - assume responsibility for response area, station, or a shift
 - (2) act as flying squad to deal with specific problems
 - (3) support specific ongoing entry and rescue operations
 - (4) provide outreach service
 - (5) support NDMS DMAT
 - (6) support NDMS airhead
 - (7) replace resources exhausted or departing
 - _____ d. determine communications in use
 - (1) if not shared, arrange for amateur radio contact
 - (2) if amateur radio not available, obtain one of their radios
 - _____ e. determine logistics support arrangements
 - _____ f. coordinate medical protocols with supported agency
- _____ 3. pass On Scene Report Format to the Emergency Support

Center

- _____ 4. initiate regular personnel accountability reporting - check can account for all personnel:
 - _____ a. prior to dispatch on tasks
 - _____ b. at regular intervals during tasks - every 15 minutes unless otherwise indicated
 - _____ c. on completion of tasks
 - _____ d. on return to station, staging, or base
- _____ 5. if anyone unaccounted for at an accountability check, immediately start search
- _____ 6. monitor personnel safety:
 - _____ a. check fatigue and stress levels
 - _____ b. ensure adequate hydration
 - _____ c. enforce sunscreen and tick discipline
 - _____ d. direct treatment for minor injuries
 - _____ e. rotate for physical and psychological rest
 - _____ f. monitor environmental threats
 - _____ g. enforce safety and personal protective equipment use
- _____ 7. maintain Task Force integrity
 - _____ a. accept assignments that commit Task Force as a unit

- _____ b. for resources dispatched out of sight on tasks:
 - (1) maintain radio contact
 - (2) get status reports on arrival, every hour, on completion
 - (3) if cannot maintain radio contact establish schedule for contact by phone or for return
 - (4) if overdue on schedule by 15 minutes send resources to locate the vehicle and crew

- _____ 8. do the assigned mission

- _____ 9. report results to the supported agency based on their schedule for:
 - _____ a. on scene report
 - _____ b. interim reports
 - _____ c. completion report
 - _____ d. back in service report

- _____ 10. debrief each assignment - preferably with the supported agency, but if they are not interested, at least within the Task Force
 - _____ a. what you did
 - _____ b. what worked well
 - _____ c. what needed improvement
 - _____ d. hazards observed

- _____ e. problem areas outside the Task Force that need resolution
- _____ f. immediate actions to get ready for the next assignment

LOGISTICS SUPPORT

- _____ 1. determine source of medical resupply
- _____ 2. determine where personnel will be billeted
- _____ 3. determine where personnel will be fed - if normal services will not be available use following ratios:
 - _____ a. number of persons _____
 - _____ b. times 7.3 gallons = _____
daily water needed (with sanitation)
 - _____ c. number of persons in a. times 3 = _____
number of meals needed
 - _____ d. number of persons in a. times 5.25
pounds = _____
weight of food required
- _____ 4. identify water point for potable water jugs
- _____ 5. identify fueling point
- _____ 6. determine fuel requirements - if normal services not available consider the following:

- _____ a. expected vehicle daily use of gasoline _____
- _____ b. expected vehicle daily use of diesel _____
- _____ c. generator fuel _____
- _____ 7. advise C Team or Emergency Support Center immediately of any support shortfalls

DEMOBILIZATION

- _____ 1. as appropriate request relief to arrive at 72 hour mark
- _____ 2. brief relief Task Force or agency:
 - _____ a. current mission assignment
 - _____ b. organizational structure
 - _____ c. actions completed
 - _____ d. work remaining to be done
 - _____ e. communications procedures
 - _____ f. operational facilities (stations, hospitals, etc.)
 - _____ g. logistics support
 - _____ h. key personnel
 - _____ I. operational problems
 - _____ j. hazards

- _____ 3. turn over work in progress when safe to do so
- _____ 4. brief key personnel that you are departing and introduce your relief Task Force Commander
- _____ 5. reassemble personnel, vehicles, and equipment for departure
- _____ 6. check personnel safe to drive - if not rest prior to departure
- _____ 7. account for all personnel
- _____ 8. immediately prior to departure pass Departure Report Format to the Emergency Support Center
- _____ 9. in route monitor driver condition to ensure safe to drive - relieve drivers regularly
- _____ 10. on arrival at home station pass Closing Report Format to the Emergency Support Center
- _____ 11. next day send Office of Emergency Medical Services a quick look after action review
- _____ 12. complete and forward expense vouchers

TASK FORCE ALERTING FORMAT

This is the Emergency Support Center.

Put your Task Force on 12 hour alert

6 hour alert

3 hour alert

1 hour alert

Stage at Home

Released

Effective (local 24 hour clock time)

For (name or type of emergency)

Special instructions (as required).

TASK FORCE REPORT FORMAT

Line 1 TASK FORCE name or number

Line 2 TIME of report in 24 hour local clock time

Line 3 TYPE REPORT

Alerting

Staged

Departure

In Route

On Scene

Daily

Closing

Line 4 PERSONNEL, number accounted for

Line 5 VEHICLES, number accounted for

On INITIAL report and whenever command changes
Line 6 IN COMMAND, name

For STAGED, IN ROUTE, ON SCENE and DAILY reports:

Line 7 LOCATION where equipment is at the time of the report

Line 8 CONTACT phone and fax numbers or radio frequency for
Task Force

Line 9 SITUATION information on observed conditions or
hazards or on progress of current assignment

For ON SCENE and DAILY reports:

Line 10 LOGISTICS support needed

For DAILY reports and for any report as needed:

Line 11 COMMENTS with any added information. Include number of
responses and number of individuals assisted in DAILY report.

TASK FORCE MISSION TASKING

Acknowledge receipt - call Emergency Support Center at (804) 371-3518.

Line 1 MISSION NUMBER as assigned

Line 2 DATE tasking is issued

Line 3 TIME tasking is issued

Line 4 DUTY TYPE the Task Force is being assigned to perform:
 Augment
 Support NDMS

Outreach
Replace
Staging

- Line 5 LOCATION of operations
- Line 6 TASK FORCE PACKAGE:
 - Standard
 - Augmentation
 - Personnel
- Line 7 EXPECTED LENGTH of deployment
- Line 8 TIME ON STATION in the impact area
- Line 9 STAGING location if assigned
- Line 10 ROUTE instructions
- Line 11 DESTINATION facility and street address
- Line 12 EQUIPMENT needed
- Line 13 HAZARDS expected
- Line 14 SELF SUFFICIENT FOR expected period of time
- Line 15 FUEL BY last known place fuel will be
- Line 16 SPECIAL SUPPORT needs or instructions
- Line 17 AGENCY Task Force will support
- Line 18 CONTACT name for the agency

- Line 19 LOCATION where the point of contact is if different from where the Task Force is being sent
- Line 20 PHONE number of agency
- Line 21 FREQUENCY for radio contact
- Line 22 CALL SIGN for radio contact
- Line 23 OTHER information as needed
- Line 24 AUTHORITY at Emergency Support Center who issued mission tasking

TRANSAID VOICE FORMAT

- Line 1 FROM reporting location
- Line 2 LAST NAME of patient
- Line 3 FIRST NAME - MI of patient
- Line 4 SEX, male or female
- Line 5 PEDIATRIC? yes or no
- Line 6 TAG NUMBER, last three numbers of triage tag
- Line 7 GPMRC patient category:
- | | |
|-----|---------------------------|
| MC | pediatrics |
| MM | medical |
| MP | psychiatric |
| SBN | burns |
| SCI | spinal cord injury |
| SG | obstetrics and gynecology |

SO	orthopaedic surgery
SS	surgery
SSCT	thoracic surgery
SSM	maxofacial surgery
SSN	neurosurgery
SSO	ophthalmology
SSU	urology

Line 8 PRIORITY, using RED, YELLOW, GREEN or BLACK

Line 9 TIME MOVED in 24 hour clock time

Line 10 WAY MOVED use AIR or GROUND

Line 11 DESTINATION facility

Line 12 ARRIVAL in 24 hour clock time

RADIO MESSAGE FORMAT

Copy my (message number)
 (EMERGENCY, PRIORITY, WELFARE, ROUTINE)
 (call sign)
 (check - number of words)
 (place originated)
 (time filed - in UTC for messages to be sent by the RACES
 system)
 (date filed - adjust for UTC date if sent by RACES system)

Break for address

Address (facility or organization or person, street address, town, zip code)
 (telephone number with area code)

Break for text

Text (read word by word, spell unusual spellings using phonetic
 alphabet, figures to precede numbers, XRAY is spacer for
 punctuation)

Signature (name of sender)

EMERGENCY BRIEFING

1	Effective Time	24 hour time
2	State Of Emergency	A - none B - local jurisdictions - number C - governor expected - time D - governor E - president
3	Type Of Event	A - aircraft B - severe winter storm BT - biological terrorism CT - conventional terrorism DA - NDMS airhead activation E - earthquake F - flooding H - hurricane I - industrial accident L - land transportation M - maritime accident N - radiological accident NP - nuclear power plant NT - nuclear terrorism T - tornado W - attack by foreign power Z - hazmat ZT - chemical terrorism
4	Effected Area	
5	Plan Activated	B - Basic C - Catastrophic Casualty H - Hurricane (volume 5) R - Radiological (volume 3)

		T - Terrorism V - Health Department EOP Z - Hazmat (volume 4)
6	Operations Period	A - Routine B - Increased Readiness C - IR Communications Watch D - IR Initial Alert E - IR Advanced Alert F - Mobilization G - Emergency H - Emergency Relief I - Recovery J - Unusual Event K - Alert L - Site Area Emergency M - General Emergency
7	EOC	A - normal operations B - internal augmentation C - external augmentation D - full staffing
8	ESC	A - staff - time B - staff and HMERT - period C - alternate deployed
9	Systems: ESC	RED YELLOW GREEN
10	Systems: Communications	RED YELLOW GREEN
11	Systems: Logistics	RED YELLOW GREEN

12	Resources: Task Forces	RED YELLOW GREEN	
13	Resources: C Teams	RED YELLOW GREEN	
14	Resources: Public Health Strike Teams	RED YELLOW GREEN	
15	Task Forces Number And Alert Status	A - 12 hour B - 6 hour C - 3 hour	D - 1 hour E - staged at home F - deployed
16	C Teams Number And Alert Status	A - 12 hour B - 6 hour C - 3 hour	D - 1 hour E - staged at home F - deployed
17	Public Health Strike Teams Number And Alert Status	A - 12 hour B - 6 hour C - 3 hour	D - 1 hour E - staged at home F - deployed
18	Staging Areas Open	number	
19	Impact Time	24 hour clock	
20	Impact Severity	standard scale	
21	Assessment: Hospitals In Impact Area	RED YELLOW GREEN	
22	Assessment: EMS System In Impact Area	RED YELLOW GREEN	
23	Assessment: Public Health System In	RED YELLOW	

	Impact Area	GREEN
24	Fatalities	number
25	Injured	number
26	Protective Actions	A - evacuation B - sheltering C - shelter in place
27	Medical Evacuees	A - number people B - number facilities
28	NDMS: Teams	A - activated B - staged C - deployed
29	NDMS: FCCs Activated In Virginia	number
30	NDMS: Airlift	A - time available E - time expected